

# Hauler and MRF Guidance

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Your customers that are local government recycling programs (Responsible Units, or RU's) are required to report annually to the DNR the total tons of recyclable materials collected from their residents. Many RU's rely on you, their hauler or MRF, for this information.

RUs will begin working on their annual reports for 2013 in mid-February. The reports will be due to DNR on April 30, 2014.

You can help your RU customers by:

- Getting accurate recyclables (and trash, if included in your contract) tonnages to the RUs you serve so that each RU has the information they need to submit their report on time. For the best service, we suggest you send your RU customers this information before the end of January if possible.
- Using the template below for reporting tonnages of recyclables. **Adopting this format will ensure their report is accurate and avoid us having to follow up with them and you to correct the data.**
- Breaking down the tonnages by material helps the RU separate the tonnages for the basic ("Table 1") materials from the other materials.

**Note** that residential mixed paper grades should be included in the Table 1 Recyclable Items. Newspaper and magazines may also be included with mixed residential paper if not sorted.

Each year, DNR devotes a significant amount of staff time following up with RU's to correct tonnage data problems. The way you format your tonnage report to your RUs can affect the completeness and accuracy of tonnages they report to DNR. A report format that mirrors the DNR annual report form can reduce follow-up calls from an RU or DNR to correct dubious tonnage data

**By reporting all collection in tons only, and not in pounds, you will help avoid the common error of forgetting to convert pounds or other units to tons.**

## **Conversion factors:**

Major appliances: 205 pounds each  
Car or light truck tires: 21 pounds each  
Lead acid batteries: 39 pounds each  
One ton: 2,000 pounds

For more detailed information:

[http://www.epa.gov/osw/conserve/tools/recmeas/docs/guide\\_b.pdf](http://www.epa.gov/osw/conserve/tools/recmeas/docs/guide_b.pdf)

Breakdown of Recyclable Materials	
Year: City/Town: Municipal Code: Tons of Table 1 Recyclables (Annual Report Section 3B): Tons of Other Recyclables: Tons of Trash: Total Tonnage:	
Individual Material Collected	Weight (tons)
Newspaper Corrugated cardboard Magazines Residential mixed paper (may include newspaper & magazines) Aluminum containers Steel/bi-metal (tin) containers Glass containers Plastic containers #1 and #2 Plastic containers #3 - #7 Foam polystyrene packaging <b>Subtotal Individual Materials</b>	
Co-mingled Materials Collected (not reported individually)	Weight (tons)
*Co-mingled paper *Co-mingled containers Single source co-mingled <b>Sub Total co-mingled</b> <b>TOTAL TONNAGE COLLECTED</b>	
Other Materials (for Section 3C)	Weight (tons)
Waste Tires Waste Oil Oil Filters Electronics Major Appliances Lead Acid Batteries Yard Waste Non-residential Office Paper <b>Total Other Recyclable Materials</b>	
<b>Trash</b>	

**Questions?** Contact Cynthia Moore, DNR Recycling Program Coordinator at [cynthia.moore@wisconsin.gov](mailto:cynthia.moore@wisconsin.gov) or (608)267-7550.